



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		<b>FOR RECORDS MANAGEMENT DIVISION USE</b> Date Received      Application No.      Date Completed JUN 18 1975      75-156      JUN 24 1975	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address Public Service Commission Motor Carrier Certification and Enforcement Division 244 Washington Street, S.W., Room 152 Atlanta, Georgia 30334		4. Person to Contact Mr. L. Tom Doyal	
				5. Working Title	6. Tel. No. 4542
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1974-Present		9. Exact Series Title Interstate Vehicle Registration Files			
10. What is the function of the office in which this record series is created?  The Motor Carrier and Enforcement Division is responsible for administering the Georgia Laws requiring "for hire" motor carriers to obtain Certificate of Public Convenience and Necessity where intrastate operations are involved, register and pay prescribed fees for all vehicles operated under such Certificates, file evidence of liability and cargo insurance coverage, identify vehicles, and file tariff naming rates and charges. The Division receives, processes and assigns for public hearings before the Commission all applications for such Certificates. Division staff members participate at the hearing of the applications on behalf of the Commission.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  Documents relating to registering interstate motor vehicle carriers and to issuing vehicle identification stamps and tags.  Included are "Uniform Application for Registration and Identification of Vehicles or Driveaway Operations Operated or Conducted Under Authority Issued by ICC" (Form B); "Uniform Application for Registration and Identification of Vehicles Operated Exempt From Economic Jurisdiction of ICC" (Form B-1); "Vehicle Identification List" (Form B-2); "Vehicle Identification Stamp Assignment List" (Form B-3); and "Multiple Registration Vehicle Identification Stamp Assignment List" (Form B-4).  Files are arranged alphabetically by name of motor carrier.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				5      7.5	
Legal-size File Drawers		28	56	Floor Space Occupied (Square Feet)	
				In Office(s)      In Storage Area(s)	
				This Year's      Last Year's      Preceding Year's      All Prior Years'	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [ ] ☒ [X]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ [ ] STATE LAW    b. ☐ [ ] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☐ [ ] FEDERAL LAW    e. ☒ [X] ADMINISTRATIVE DECISION    f. ☐ [ ] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Previous year's accumulation is needed when re-issuing tags or stamps

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ [X] CALENDAR YEAR ☐ [ ] FISCAL YEAR ☐ [ ] OTHER \_\_\_\_\_, then:

- ☒ [X] Hold in the current files area \_\_\_\_\_ month(s)/ \_\_\_\_\_ year(s):
- ☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- ☒ [X] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

73-156

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>C. H. Dwyer</i>	6/14/75	<i>L. T. Dwyer</i>	6/18/75
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved	<i>William M. Dwyer</i>	6-23-75
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>Carroll Dwyer</i>	6-20-75
STATE RECORDS COMMITTEE	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>Robert Dwyer</i>	6-24-75
	Attorney General/Designee <input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved		